User Guide

Keypad Activation

To use Keypad on the telephone rather than Voice Activation

Pickup receiver

Press the voicemail button

OR Dial 7000

Enter your voicemail pin then press #

Press 0

Activate Voicemail on/ off

ON

Press the button under the Fwd indicator (bottom of screen on left hand side) twice.

1st Flashing ▸Fwd (indicates request for an ex number or 7000 please remember the system stores the last inputted number)

2nd Steady ▸Fwd (The display should now display CFWD and or ▸FWD)

OFF

Press the button under the Fwd indicator (bottom of screen on left hand side) once.

Press the Cancel button on the right to turn off divert.

Re record Greeting

Pickup receiver

Press the voicemail button

OR Dial 7000

Enter your voicemail pin then press #

Say Personal Options

Press 2 for Greetings

Select 1 for Personal Greeting

Press 1 after beep record your greeting message when finished press #

Press 1 to Accept (recording)

Press 2 to Rerecord

Press 3 to delete and use the default greeting

To cancel press * and return to Personal Options

Select 2 for Message when you are away (Temporary Message)

Press 1 after beep record your greeting message when finished press #

Press 1 to Accept (recording)

Press 2 to Rerecord

Press 3 to delete and use the default greeting

To cancel press * and return to Personal Options

Select 3 Change Name

Press 1 after beep record your greeting message when finished press #

Press 1 to Accept (recording)

Press 2 to Rerecord

Press 3 to delete and use the default greeting

To cancel press * and return to Personal Options

To turn on the temporary message on or off press 1 at Personal Options main menu.

Manage voicemail messages

Pickup receiver

Press the voicemail button

OR Dial 7000

Enter your voicemail pin then press #

Your will be given a verbal list of options say the option you want (Voicemail)

Your voicemail messages will be played then you will be given a number of options which you verbally activate

- Play Next Message
- Delete Message
- Call Sender
- Reply
- Main Menu
- More Options

You can select to use the keypad by pressing 0 (list of key options are below)

Redirect to Voicemail

Press the button under the Fwd indicator (bottom of screen on left hand side)

You will see a flashing ▸ icon next to the Fwd indicator

Press the button under the Fwd indicator again.

(The display should now display CFWD and ▸ FWD).

Redirect to another extension number

Press the button under the Fwd indicator (bottom of screen on left hand side)

You will see a flashing ▸ icon next to the Fwd indicator enter the extension number that you wish to forward to.

Press the button under the Fwd indicator again.

Please remember to reset the redirect back to voicemail 7000 once you have finished.

Reset pin password

Pickup receiver

Press the voicemail button

OR Dial 7000

Enter your voicemail pin then press #

Say Personal Options

Press 3 for Pin Change

- Enter new pin plus #
- Re enter new plus #

Pin Accepted message will play

Voicemail Options

Listen to Voicemail messages	Key 1
Listen to Email messages	Key 2
Calendar Options	Key 3
Find a Contact	Key 4
To Create a Voice message	Key 5
To Change Personal Options	Key 6
Turn off automatic reply's	Key 7
To repeat menu	Key 0

Once you have selected an option please follow the verbal instructions

Personal Options Menu

Turn on greeting activation	Key 1 Temporary message
Greetings	Key 2
Message 1 Main Message.	
Message 2 When Away. Temporary	
Message 3 Name	
Change Pin	Key 3
Touch phone interface	Key 4
Change Time Zone	Key 5
Change Time Format	Key 6
Return to main Menu	Key *

Once you have selected an option please follow the verbal instructions
To turn on the temporary message on or off press 1 at Personal Options main menu.

Log in to Voicemail from another location
Ring your extension when your voicemail message starts press the * key on the keypad
You will be prompted for you voicemail password. If it is not your voicemail box press the * key again and you will be prompted to enter your ex number

Useful Information

Voicemail Button

Release Call

Hands Free

Volume Increase

Volume Decrease

Mute / Secrecy

Quite out of directory

Full Button List

*Note: If supported by your server, the Feature Status Lamp provides a user-defined alert. Contact your system administrator to find out if this feature is available for you.